



**State of Wisconsin
Department of Commerce
Division of Community Development**

**WISCONSIN CONSOLIDATED PLAN – PUBLIC HOUSING AGENCY PLAN
CONSISTENCY CERTIFICATION FACT SHEET**

The federal Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that all public housing agencies submit to HUD a public housing plan every five years, and an annual plan for each year the agency receives section 8 tenant-based assistance or public housing subsidy.

The five-year plan describes the agency mission and long-range goals and objectives for the subsequent five years. The five-year plan has two components. The first component is a description of the housing agency mission for serving the needs of low-income and very-low income individuals for the five year period. The second component is a description of the goals and objectives that will enable the agency to serve the needs of the low-income and very-low income.

The annual plan provides details about the public housing agency's immediate operations for the upcoming fiscal year. The annual plan contains numerous sections. The content requirements may vary depending upon the housing agency designation as a high performer, standard performer, troubled performer, section 8 only, or, as a small public housing agency.

Public housing agencies are required to obtain a Certification of Consistency with the applicable Consolidate Plan for *Standard Annual*, *Standard 5-Year/Annual*, and *Streamlined 5-Year/Annual* PHA Plans. In addition, the public housing agency whose jurisdiction encompasses more that one consolidated plan jurisdiction must ensure consistency with all plans.

The State of Wisconsin Consolidated Plan covers the jurisdictions not listed below:

Appleton	Janesville	Neenah	Waukesha
Beloit	Kenosha	Oshkosh	Waukesha/Ozaukee/Washington/ Jefferson County Consortium
Dane County	La Crosse	Racine	Wausau
Eau Claire	Madison	Rock County	Wauwatosa
Fond du Lac	Milwaukee	Sheboygan	West Allis
Green Bay	Milwaukee County	Superior	

STATEMENT OF INTENT: It is the State's intention to consider all certification requests as promptly as possible. It is the further intent of the State to act on a presumption that a public housing agency's plan is consistent, unless factors within the documents submitted indicate otherwise.

**DEPARTMENT OF COMMERCE
WISCONSIN CONSOLIDATED PLAN - PUBLIC HOUSING AGENCY PLAN
CONSISTENCY CERTIFICATION PROCESS**

1. The public housing agency submits a request for certification (preferably on the attached form) and copy of the proposed plan to the Division of Community Development.

Requests should be mailed (or delivered) to:

CONSOLIDATED PLAN CERTIFICATION
DEPARTMENT OF COMMERCE
DIVISION OF COMMUNITY DEVELOPMENT
PO BOX 7970
MADISON WI 53707-7970

2. The Division reviews the proposed plan and makes a determination of consistency with the State of Wisconsin Consolidated Plan.
3. If the plan is consistent, the Division signs the Certification (mailed within two week of receipt; sooner if possible).
4. If the Division finds that the plan is inconsistent with the Consolidated Plan, the housing agency will be contacted immediately, and the Division will send a letter detailing the reasons for the decision.
5. A public housing agency has the option of amending the plan to make it consistent with the State Consolidated Plan. Division staff will assist in that process, if requested, and work with the public housing agency to resolve any inconsistencies.
6. The housing agency may appeal the determination of inconsistency, according to the following process:
 - a. The public housing agency may request an appeal hearing within 10 business days of being notified of denial.
 - b. If an appeal hearing is requested, it will be scheduled at the Division of Community Development within 10 working days of receipt of the request.
 - c. The public housing agency will be afforded an opportunity to present its case, followed by the Division staff reviewer explaining their denial.
 - d. Decisions, at this point, are final and not appealable.

For more information, contact:

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